



BY-LAWS OF THE ROTARY CLUB OF EFFINGHAM COUNTY

ARTICLE I - Definitions

1. Board: The Board of Directors of this club.
2. Director: A member of this club's Board of Directors.
3. Member: A member, other than an honorary member, of this club.
4. RI: Rotary International
5. Year: The twelve-month period that begins on 1 July.

ARTICLE II – Board

The governing body of this club shall be the board consisting of ten (10) members of this club, namely, 4 directors elected in accordance with article 3, section 1, of these bylaws, and the president, president-elect (club administrator), secretary, treasurer, immediate past president and the Sgt-at-Arms.

ARTICLE III – Election of Directors and Officers

Section 1. At a regular meeting one month prior to the meeting for election of officers, nominations shall be presented by a nominating committee. The nominating committee shall be composed of the following: Immediate past three presidents and president-elect with the immediate past president serving as chairman. Nominations presented will be for president-elect and four directors. The nominations duly made shall be voted for at the annual meeting. Other nominations may be made by the members from the floor, these nominations shall be placed upon a ballot and voted for at the annual meeting and the five candidates securing the highest number of votes shall be declared elected.

Section 2. The current president-elect, newly elected president-elect and directors so elected, together with the current president shall constitute the board of directors. The current president elect shall select from the membership:

(1) a secretary, a treasurer, and a sergeant-at-arms, who will be members of the board.

Section 3. A vacancy in the board of directors or any office shall be filled by action of the remaining members of the board.

Section 4. A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining members of the board of directors-elect.

ARTICLE IV – Duties of Officers

Section 1. *President.* It shall be the duty of the president to preside at meetings of the club and board and to perform such other duties as ordinarily pertain to the office of president.

Section 2. *President-Elect.* It shall be the duty of the president-elect to serve as a director and to perform such other duties as may be prescribed by the president or the board.

Section 3. *Secretary.* It shall be the duty of the secretary to keep membership records, record the attendance at meetings, send out notices of club, board and committee meetings, record and preserve the minutes of such meetings, make the required reports to RI, including the semiannual reports of membership on 1 January and 1 July of each year, and prorated reports on 1 October and 1 April of each active member who has been elected to membership in the club since the start of July or January semiannual reporting period, report changes in membership; provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscriptions; and perform other duties as usually pertain to the office of the secretary.

Section 5. *Treasurer.* It shall be the duty of the treasurer to have custody of all funds, accounting for same to the club annually and at any other time upon demand by the board, and to perform such other duties as pertain to the office of treasurer. Upon retirement from office, the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts, or any other club property.

Section 6. *Sergeant-at-Arms.* The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and such other duties as may be prescribed by the president or the board.

ARTICLE V - Meetings

Section 1. *Annual Meeting.* An annual meeting of this club shall be held on the first Thursday in December in each year, at which time the election of president-elect and directors to serve for the ensuing year shall take place.

Section 2. The regular weekly meetings of this club shall be held on Thursday at 12:30 p.m. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members excepting an honorary member (or member excused by the board of directors of this club, pursuant to Article VIII, Sections 3 and 4 of the standard Rotary Club Constitution) in good standing in this club, on the day of the regular meeting, must be counted as present or absent, and attendance must be

evidenced by the member's being present for at least sixty (60) percent of the time devoted to the regular meeting, either at this club or at any other Rotary Club, or as otherwise provided in the standard Rotary club constitution, article VIII, section 1 and 2.

Section 3. One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

Section 4. Regular meetings of the board shall be determined by the President. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) members of the board, due notice having been given.

Section 5. A majority of the board members shall constitute a quorum of the board.

ARTICLE VI – Fees and Dues

Section 1. The admission fee shall be \$50.00 to be paid before the applicant can qualify as a member.

Section 2. The membership dues shall be \$700.00 per annum, payable quarterly on the first day of July, October, January and April of each year, with the understanding that a portion of each quarterly payment shall be applied to each member's subscription to *THE ROTARIAN* magazine.

ARTICLE VII – Method of Voting

The business of the club shall be transacted by *viva voce* vote. The board may determine that a specific resolution be considered by ballot rather than by *viva voce* vote.

ARTICLE VIII – Four Avenue of Service

The four Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, and International Service. This club will be active in each of the four Avenues of Service

ARTICLE IX – Committees

Club committees are charged with carrying out the annual and long-range goals of the club based on the four Avenues of Service. The president-elect, president, and

immediate past president should work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for three years to ensure consistency. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs and conducting planning meetings prior to the start of the year in office. It is recommended that the chair have previous experience as a member of the committee. Standing committees should be appointed as follows:

- **Membership**
This committee should develop and implement a comprehensive plan for the recruitment and retention of members.
- **Club Public Relations**
This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.
- **Club Administration**
This committee should conduct activities associated with the effective operation of the club.
- **Service Projects**
This committee should develop and implement educational, humanitarian and vocational projects that address the needs of its community and communities in other countries.
- **The Rotary Foundation**
This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

Additional ad hoc committees may be appointed as needed.

- (a) The president shall be ex officio a member of all committees and, as such, shall have all the privileges of membership thereon.
- (b) Each committee shall transact its business as is delegated to it in these bylaws and such additional business as may be referred to by the president and the board. Except where special authority is given by the board, such committees shall not take action until a report has been made and approved by the board.
- (c) Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee and shall report to the board on all committee activities.

ARTICLE X – Duties of Committees

The duties of all committees shall be established and reviewed by the president for his or her year. In declaring the duties of each, the president shall make reference to

appropriate RI materials. The service project committee will consider vocational service, community service, and international service avenues when developing plans for the year.

Each committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning of each year for implementation during the course of the year. It shall be the primary responsibility of the president-elect to provide necessary leadership to prepare a recommendation for club committees, mandates, goals, and plans for presentation to the board in advance of the commencement of the year as noted above.

ARTICLE XI – Leave of Absence

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time not to exceed three (3) months.

ARTICLE XII - Finances

Section 1 – Prior to the beginning of each fiscal year, the board shall prepare a budget of estimated income and expenditures for the year, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the board. The budget shall be broken into two separate parts: one in respect of club operations and one in respect of charitable/service operations.

Section 2 – The treasurer shall deposit all club funds in a bank, named by the board. The club funds shall be divided into two separate parts: club operations and service projects.

Section 3 – All bills shall be paid by the treasurer or other authorized officer only when approved by two other officers or directors.

Section 4 – A thorough review of all financial transactions by a qualified person shall be made once each year.

Section 5 – Officers having charge or control of funds shall give bond as may be required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

Section 6 – The fiscal year of this club shall extend from 1 July to 30 June, and for the collection of members' dues shall be divided into two (2) semiannual periods extending from 1 July to 31 December, and from 1 January to 30 June. The payment of per capita dues and magazine subscriptions to RI shall be made on 1 July and 1 January of each year on the basis of the membership of the club on those dates.

ARTICLE XIII – Method of Electing Members

Section 1 - The name of the prospective member, proposed by an active member of the club, shall be submitted to the board in writing, through the club secretary. A transferring or former member of another club may be proposed to active membership by the former club. The proposal shall be kept confidential except as otherwise provided in this procedure.

Section 2 - The board shall ensure that the proposal meets all the classification and membership requirements of the standard Rotary club constitution.

Section 3 - The board shall approve or disapprove the proposal within 30 days of its submission, and shall notify the proposer, through the club secretary, of its decision.

Section 4 - If the decision of the board is favorable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership, following which the prospective member shall be requested to sign the membership proposal form and to permit his or her name and proposed classification to be published to the club. The membership proposal will include a place for objections, signature, and by-law section regarding membership proposals.

Section 5 - If no objection to the proposal is received by the board from any member (other than honorary) of the club within seven (7) days following publication of the name of the prospective member, the prospective member, upon payment of his admission fee, as prescribed in Article V of these by-laws, shall be considered to be elected to membership. If a number of objections, properly filled out are filed with the secretary that exceed ten (10) percent of club membership, the proposal will be terminated. If any objection has been filed with the board, it shall consider the same at any regular or special meeting of the board and shall ballot on the proposed member. If not to exceed one (1) negative vote is cast by the members of the board in attendance at such regular or special meeting the proposed member, upon payment of the prescribed admission fee, shall be considered to be elected to membership.

Section 6 - Following the election, the president shall arrange for the induction of a new member; the club secretary shall issue a membership card to the member and shall report the new member to RI; and the President will assign a member to assist with the new member's assimilation to the club as well as assign the new member to a club project or function.

Section 7 - The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the board.

ARTICLE XIV - Resolutions

The club shall not consider any resolution or motion to commit this club on any matter

shall be considered by the club until it has been considered by the board. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.

ARTICLE XV – Order of Business

Meeting called to order,
Introduction of visitors,
Correspondence, announcements and Rotary Information
Committee reports, if any,
Any unfinished business,
Any new business,
Address or other program features,
Adjournment.

ARTICLE XVI - Amendments

These bylaws may be amended at any regular meeting, a quorum being present, by two-thirds vote of all members present, provided that notice of such proposed amendment shall have been mailed to each member at least ten (10) days before such meeting. No amendment or addition to these by-laws can be made which is not in harmony with the standard Rotary club constitution and with the constitution and bylaws of RI.